

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
MARYLAND CAPITOL POLICE

Notification of Evidence/Document Receipt Form/Confidentiality Agreement

Defendant

Date of Hearing

Defense Counsel

Prosecutor

Address

Telephone No.

Both prosecution and defense must exchange the names of all witnesses and a copy of all documents and any other evidence during the Prehearing Conference, complete the certification below and, if applicable, the Confidentiality Agreement on the back and send a signed copy of this form to the hearing board chairman. Failure to exchange the information and documents within the time specified or to submit the required forms to the chairman without good and substantial reason may result in the evidence being excluded.

A. The following persons may be called on behalf of the prosecution/defendant:

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

B. The following documents and items will be offered as evidence on behalf of the prosecution/defendant:

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

I, _____, do hereby certify that I have provided copies of all
(Prosecutor/Defendant)
documents and evidence listed above to the prosecutor/defendant.

Witness

Prosecutor/Defendant

Date

Note: See other side for Confidentiality Agreement.

Distribution: The chairman of the hearing board will send MCP Form 184 and Notification of Hearing Form (MCP Form 183) to the prosecutor and defendant. The parties will attach a completed copy of the form to all documents and evidence exchanged, and each will return a completed copy to the chairman within the specified period.

Note: Use blank sheet if additional space is necessary.

Subpoenas for the witness named above will be issued by the chairman of the hearing board upon the request of a party. In the event of a postponement, continuance or because a settlement has been reached, the requesting party is responsible for notifying the witness subpoenaed by him and advising them of the new hearing date, if any.

A party may excuse the witnesses he has subpoenaed from attending a hearing for any reason. However, if a witness has been subpoenaed by both parties and/or the hearing board, the witness may not be excused without the agreement of all parties and/or the hearing board.

Because a party may excuse witnesses he has subpoenaed, do not rely on the adversary's subpoena if you intend to call that witness during the presentation of your case.

CONFIDENTIALITY AGREEMENT

Pursuant to Article 27, Section 728, (b), (5), Annotated Code of Maryland (1987 Replacement Volume and 1990 Supplement), I hereby acknowledge and agree that any and all materials contained in the record received from the report of internal investigation shall be strictly and narrowly used for the sole purpose of defending myself in any Maryland Capitol Police administrative hearing. The agreement herein shall likewise bind my representative, agent, or legal counsel. Use or disclosure of said confidential information for any purpose other than that here stated, shall constitute a breach of this agreement and subject the party to administrative charges, which may result in my dismissal from the Maryland Capitol Police.

Agency Member

Witnessed by: _____